

Timetabling Manager – Academic Registry – Grade G

Job Description

Purpose

To provide operational and line management of the Timetabling Team, delivering the University's teaching, Welcome and examinations timetable; working in close collaboration with the academic Schools and teams across the Academic Registry.

To complete reviews, contribute to the annual planning and hold the responsibility for delivering the University timetables on time, documenting and reviewing processes, demonstrating a commitment to continuous improvement in themselves and the team.

Duties

1. To manage the staff and functions of the team, and implementing appropriate systems and processes that ensure the delivery of a robust, fit for purpose teaching and examination timetables and all associated communications and liaison.
2. To assist with the build, implementation and delivery of the teaching timetable ensuring it underpins excellence in teaching and learning and utilises the University's estate effectively.
3. To feed in to the plan for and deliver the agreed University schedule for the build, checking and publication of the academic timetable, in consultation with key stakeholders.
4. To work with stakeholders to ensure timetables are appropriately communicated to staff and students.
5. To work alongside Student Administration, ensuring that examination timetables are published accurately and on time.
6. To provide advice and guidance to academic and professional services staff on the academic calendar in relation to teaching and assessment.
7. To ensure workloads are effectively monitored and service standards achieved to meet KPI's for the team.
8. To ensure effective communication with stakeholders to ensure they are fully aware ongoing activities, changes to process, upcoming deadlines and other important information.
9. To proactively maintain collaborative working relationships with other professional services across the University, to ensure that the academic timetabling function is delivered to an excellent standard
10. To engage willingly with ongoing personal professional development and appropriate sector networking to ensure that the University adopts best practice and is well-informed of sector-wide trends, initiatives and developments relevant to the role
11. To undertake other duties as required commensurate with the role, working within the expectation that some weekend and evening work may be required.
12. To ensure the effective recruitment, supervision, co-ordination, performance management and appraisal of staff within the team.

13. An ability to work flexibly is essential to ensure the University can achieve its objectives and aspirations. The post holder may be expected to undertake other duties as appropriate to the role and grade as requested by the manager to meet business needs. On occasion weekend/evening work may be required

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Proven ability to manage and motivate teams, including the induction and development of staff (Application/Interview).
- Knowledge of academic timetabling and/or curriculum structures within Higher or Further Education (Application/Interview).
- An ability to present accurate data and provide expert narrative on the status and quality of the timetable build (Application/Interview).
- Good undergraduate degree or equivalent professional experience in a relevant setting (Application).
- Excellent IT skills, including knowledge of database structures, system interfaces and management of software applications (Application/Interview).
- Experience of engaging, influencing and building relationships with stakeholders.
- Excellent written communication skills (Application/Interview).
- Broad knowledge of the higher education sector including current priorities, challenges, and opportunities (Application/Interview).
- An awareness of the importance of timetabling issues in the context of the overall student experience (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of contributing to strategic/transformational timetabling projects (Application/Interview).
- Functional understanding and knowledge of Scientia Software or similar timetabling system (Application/Interview).
- Knowledge and understanding of Student Administration, including module registration (Application/Interview).
- Knowledge and understanding of student information systems (Application/Interview).
- Knowledge and understanding of the academic and statutory regulatory framework in which universities operate (Application/Interview).